

Chapter 5

Implement and Assess Data Collection Program

This EM offers the Technical Project Planning (TPP) process as a systematic planning process for identifying project objectives and designing data collection programs. This chapter provides some discussion about implementing and assessing data collection programs that have been designed using the TPP process.

5.1 IMPLEMENTATION OF DATA COLLECTION PROGRAM.

At the completion of Phase IV, sampling and analysis plans and work plans should be finalized and field work should begin. It may also be beneficial for contractors and laboratory personnel, responsible for implementing the plans, to meet with some members of the TPP team to discuss any questions and refer to the related TPP products.

When issues arise during execution of the site activities, the TPP team should be consulted and the TPP products should be reviewed to quickly resolve many issues and provide related background planning information (e.g., project objectives worksheet, data needs worksheet, sampling and analysis planning worksheets).

5.2 AMENDMENTS TO DATA COLLECTION PROGRAM.

Amendments to project plans tend to be unavoidable due to any number of the following circumstances:

- External events (e.g., change in regulations);
- Improvement in technologies (e.g., sampling, analysis, remediation);
- Inadequate or poorly defined requirements;
- Discovery of incorrect technical assumptions; and
- Flaws in the initial plan or design.

When project plans need to be amended, the PM should obtain input from the appropriate TPP perspectives to ensure that any additional data collection is done as effectively and efficiently as possible. In some instances, it may be beneficial to reconvene key TPP team members to consider what TPP products should be further reviewed or revised as a result of changed circumstances.

5.3 VERIFICATION OF DATA QUALITY OBJECTIVE ATTAINMENT.

Efforts to evaluate and verify attainment of data quality objective (DQO) statements enable data users to understand any data usability limitations associated with project data. Efforts to verify DQO attainment can be thought of as follow-up TPP activities that should be conducted before other data quality assessments are performed. Appendix G provides additional guidance regarding verification of DQO attainment and a related worksheet.

5.4 ASSESSMENTS OF TPP EFFORTS.

After completing data collection activities at a site, the TPP team should perform an evaluation of the effectiveness of the TPP planning and implementation efforts. Assessments and evaluations should be done to improve future TPP planning efforts and to prevent recurring problems.

One assessment should be regarding the expenditures of cost and time for implementing the TPP process, and the resulting benefits. Of particular interest is an evaluation of how cost and schedule savings, attributed to use of the TPP process or concepts, compare to the approximate expenditures of cost and time to assemble a TPP team and use the TPP process.

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5.5 PLANNING SUBSEQUENT DATA COLLECTION PROGRAMS.

When beginning to plan the next executable stage of site activities, the current TPP team or a subsequent TPP team should begin at Phase I by first updating the site approach and identifying the next current project. The TPP process is iterative and should be repeated each executable stage until site closeout is achieved for the customer.